

**Robert L Stevenson**

207 E Pecan Valley Street  
Collierville, Tennessee 38017  
901.854.1471  
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January 15, 2009

Steve Summerall  
Chief Administrator  
Shelby County Board of Commissioners  
160 North Main Street  
Suite 400  
Memphis, Tennessee 38103

Dear Mr. Summerall:

Mr. Jewel Jordan suggested that I contact you regarding a vacancy on the Shelby County Beer Board. My prior experience as a member of the Shelby County Beer Board and the Collierville Beer Board, along with my professional experience, makes me an excellent candidate for this position.

As you will see from the enclosed resume, I have more than 40 years of experience in the field of labor law. My resume shows that I have been consistently rewarded for hard work with promotions and increased responsibilities. These rewards are a direct result of my expertise in labor law, my commitment to personal and professional excellence, and my excellent written and oral communication skills.

If you have questions, or if you want to schedule an interview, please contact me at 901.854.1471. I look forward to meeting you to further discuss an appointment to the Shelby County Beer Board.

Robert L Stevenson

Enclosure

207 East Pecan Valley Street Collierville, Tennessee 38017	Robert L Stevenson	901.854.1471 <a href="mailto:robs528i@comcast.net">robs528i@comcast.net</a>
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## PROFESSIONAL EXPERIENCE

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### **1999-2007 U. S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION MEMPHIS, TENNESSEE**

#### **Supervisory Alternative Dispute Resolution Coordinator**

Supervise 5 mediators and two support staff in the administration of an alternative dispute resolution program for three-state District Office.

Facilitate partnership efforts and assist parties in alternative dispute resolution.

Mediate all types of employment disputes involving laws under the jurisdiction of EEOC including Title VII, ADEA, ADA, Equal Pay and related laws.

Identify and provide appropriate training to internal and external mediators.

#### **Key Accomplishments**

- Integrally involved in the design and rollout of Alternative Dispute Resolution initiative in the District.
- Breathed new life into mediation program, increasing participation levels to record-setting highs and increasing employer and employee satisfaction.

### **1999 - 2002 HOME DEPOT, STORE 729, COLLIERVILLE, TENNESSEE**

#### **Sales Associate Part Time**

Ensured that customers needs were met, by approaching the customer with open-end questions to determine customer needs. Provided customer service by leading the customer to the appropriate products and provided the appropriate level of product and project knowledge.

### **1990-1999 U. S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION MEMPHIS, TENNESSEE**

#### **Supervisory Investigator (Enforcement Manager)**

Planned, directed and monitored all enforcement and case development for a team of 17 investigators, three supervisors and five support staff.

Provided direction to subordinate unit supervisors.

Instructed personnel in policies and procedures of law enforcement.

Lead instructor training staff at the national and local levels.

Developed training modules for various skills being taught.  
Made final selections for hiring, promotions, and assignments.  
Ensured the training and development of all associates including management development.

**Key Accomplishments:**

- Twenty-four member task force formally recognized by the Chairman for significantly enhancing morale and staff development nationwide.
- Wrote and distributed District's newsletter keeping staff informed on latest developments.
- Successfully investigated and litigated a number of cases resulting in significant restitution of lost entitlements to victims and increased awareness of employers.

**1979-1990 U. S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION  
MEMPHIS, TENNESSEE**

**Supervisory Investigator**

Responsible for the full range of investigative function associated with the work of an investigative unit through subordinate Investigators, Assistants and Clerical personnel.

Assigned work, reviewed and evaluated performance, determined individual and staff training needs, recommended promotions, awards and appropriate disciplinary actions, leave approval, etc.

Directed the planning, monitoring, assigning, organizing, controlling, and reviewing of the full range of investigative, analytical, and resolution functions of the EEOC investigative function in a unit.

**Key Accomplishments:**

- Recognized as a superior performer in key elements of performance plan.
- Significantly reduced the average processing time for completed cases.
- Member of the district training team, providing instruction and customized curriculum for business communication, time management, negotiations skills, and investigative skills.

**1967-1979 U.S. DEPARTMENT OF LABOR, WAGE AND HOUR DIVISION  
NASHVILLE, TENNESSEE**

**Wage and Hour Compliance Specialist**

Served as an expert advisor and consultant to enforcement staff in the enforcement of the Age Discrimination in Employment and Equal Pay Acts.

Key Accomplishments:

- Successfully investigated a number of cases resulting in increased awareness of labor laws.
- Selected to mentor new investigators

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### **EDUCATION**

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TENNESSEE STATE UNIVERSITY, Master of Arts Education, Business Education, 1977

TENNESSEE STATE UNIVERSITY, Bachelor of Science, Business Education, 1967

Leadership Collierville, 1995

Collierville Citizen's Police Academy

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### **AFFILIATIONS/MEMBERSHIP**

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Present -	Member of Collierville Industrial Development Board Member and Board Director of Collierville Civitan New Shelby Baptist Church Collierville Civic Club
Past-	Chairman and Vice President of Collierville Beer Board Member of Shelby County Beer Board Member of Collierville Police Advisory Board President, Vice President, Secretary Collierville Beer Board Board of Directors, Memphis Literacy Council Board of Directors, Collierville Literacy Council—Former President, Vice President and Secretary Board of Directors Leadership Collierville Advisory Board of Collierville Literacy Council Rotary International Federal Executive Association Federal Managers Association, Secretary-Treasurer